

INVENTORY CONTROL TECHNICIAN PUBLIC WORKS DEPARTMENT

SALARY RANGE: \$19.17 - \$25.69 per hour

CLOSING DATE: March 27, 2015

ABOUT THE JOB: The city of Beaverton, recognized as the safest city in Oregon, is seeking an Inventory Control Technician to join our fleet management team in the Public Works Department. This position is responsible for performing small engine maintenance and repair, welding and fabrication, storing and issuing equipment and supplies, and tracking documents.

ESSENTIAL FUNCTIONS OF THE JOB:

- Conduct preventative maintenance and repair on a variety of small engine equipment, including lawn mowers, chain saws and pumps;
- Set up and assemble new small equipment for service;
- Assemble and prepare a variety of components for quick access, including fire hydrant valves, hoses, nozzles and emergency supplies;
- Perform general inventory to account for all supplies, tools and equipment, enter count totals and reconcile in computer;
- Purchase section materials and supplies, obtain price quotes and prepare requisition for supervisor approval;
- Receive, verify and unload deliveries, reconcile paper work, operate a forklift;
- Coordinate department traffic control involvement for city-wide special events;
- Provide excellence in internal and external customer service;
- Support and respect diversity in the workplace.

TO QUALIFY: Requires a high school diploma or GED and two years of experience with hand tools and small engine maintenance/repair and inventory maintenance or an equivalent combination of education and experience. Requires a valid driver's license and the ability to meet the City's driving standards. Requires a forklift certification within three months of employment.

HOW TO APPLY: All interested individuals may apply by submitting a City of Beaverton application form to the Human Resources Department, The Beaverton Building, 12725 SW Millikan Way, Beaverton, OR 97005. Applications may be completed on our website at www.BeavertonOregon.gov.

VETERANS PREFERENCE: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the work experience portion of your resume and explain how those skills and/or qualifications apply to this position. Provide copy of DD214 and award letters from the Department of VA for service-connected disabilities.

